



UNITED STATES PROBATION OFFICE DISTRICT OF COLORADO

Probation Clerk

Announcement No. 06-13-USPO

Annual Salary:

\$29,835 - \$36,360 (Classification Level 23/01 - Classification Level 23/22)

Open: September 21, 2006

Deadline for applications: October 6, 2006

Applications will be reviewed as received, interviews may be scheduled prior to closing date.

This position is located in the U.S. Probation Office in downtown Denver, Colorado. The position provides secretarial support services for the officer staff. This position is directly supervised by the Supervising Support Specialist. The ideal candidate will have experience and qualities as follows: progressively responsible clerical and professional office environment background, job history that indicates longevity, customer service experience, organized and detail oriented, accountability for work product, excellent communication skills (written and verbal), professional demeanor, mature, friendly, self-motivated, flexible and tactful when working under pressure in a team environment. The Probation Office is seeking a pleasant, cheerful and motivated professional with experience in dealing with others in a team environment.

Representative Duties (these representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by Probation Clerks. These representative duties are not intended to reflect all duties performed by Probation Clerks):

Assists in providing services to the U.S. Probation Office in the following areas:

- Formats, types and edits reports developed by officers, often within a short period. Reports include presentence reports, pretrial services reports, violation reports, and preliminary interview reports for the court. Independently, or with direction, prepares petitions, orders, and papers essential to pretrial services, probation and parole supervision. Prepares other letters, memoranda, recurring reports and forms. Composes routine correspondence for officers.
- Organizes and prepares new case files for officers' use in accordance with established case management procedures. Enters supervision case file and statistical data into automated databases. Initiates statistical transactions and apprises officers. Receives and transfers case files from other districts. Conducts criminal record checks through local or national law enforcement files. Also assists officers in performing investigations for own and other districts by accessing NCIC/GGCC, initiating verification forms and verifying information by phone. Prepares and maintains investigative files and enters data into case tracking system. Makes entries to chronological records in supervision case files, either from direct communication with client or from information provided by the officer. Accepts and reviews for completeness monthly reports in the absence of the officer at his/her direction. Provides list of delinquent reports to officers and transmits letters to clients concerning delinquent reports.
- Makes appointments and maintains calendar for officers. Arranges meetings and conference calls. Answers and screens telephone calls and visitors. Answers routine questions and refers persons to officers or to appropriate agency based on knowledge of officers' activities and program operations. Directs persons reporting from prison or from court as to officer assignment and reporting procedures. Prepares conditions of probation.
- Performs related duties as required.

Required Qualifications:

- High school diploma or equivalent
- Typing speed of 70 wpm with at least 80% accuracy
- Familiarity with Windows Operating System (Windows 98, 2000 or XP)
- Familiarity with automated word processing systems (i.e., WordPerfect or Microsoft Word)
- Ability to lift boxes (up to 20 lbs.) and occasional moving of furniture/equipment

Court-preferred skills:

- Familiarity with Word Perfect (version 8, 9, 10 or 12)
- Previous experience within a legal environment, providing secretarial support

Information for Applicants:

Send completed and signed U.S. Courts Application form (found at www.cod.uscourts.gov) to Human Resources Division, Attn: 06-13-USPO, 1929 Stout Street, Suite C102, Denver, CO 80294 by close of business on Friday, October 6, 2006. Facsimiles will be accepted at 303-335-2495.

Due to the volume of applications usually received, receipt of individual applications will not be acknowledged.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

(See www.cod.uscourts.gov for explanation of federal government benefits)

Applicants must be a U.S. citizen or eligible to work in the United States. Proof of eligibility status will be required.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The selected candidate will be subject to a background check as a condition of employment.

Starting salary commensurate with work experience.

Name of Applicant: _____

SUPPLEMENTAL FACTORS

Response to the following narrative statements is a MANDATORY requirement for this application process. If necessary, you may provide additional pages.

1. Explain your current and/or previous clerical and professional office environment background (duties and responsibilities) and describe how you handle conflicting priorities and work challenges.

Response:

2. Explain your employment background as it relates to providing customer service and describe your ability to interact with a wide variety of persons.

Response:

